| United States District Court |
|------------------------------|
| for the                      |

|  | for the   |  |  |  |  |
|--|---|--|--|--|--|
| D  | District of   |  |  |  |  |
| Plaintiff(s) V.  Defendant(s)  | ) ) ) ) Civil Action No. ) ) )  |  |  |  |  |
| SUMMONS IN A CIVIL ACTION  |   |  |  |  |  |
| To: (Defendant's name and address)   |   |  |  |  |  |
| A lawsuit has been filed against you.  |   |  |  |  |  |
| are the United States or a United States agency, or an off P. 12 (a)(2) or (3) — you must serve on the plaintiff an a  | you (not counting the day you received it) — or 60 days if you ficer or employee of the United States described in Fed. R. Civ. answer to the attached complaint or a motion under Rule 12 of tion must be served on the plaintiff or plaintiff's attorney, |  |  |  |  |
| If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.  **CLERK OF COURT** |   |  |  |  |  |
| Date:  | Signature of Clerk or Deputy Clerk  |  |  |  |  |

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Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

|         | This summons for (no  | ame of individual and title, if an | ny)                             |      |  |  |
|---------|---|------------------------------------|---------------------------------|------|--|--|
| was rec | ceived by me on (date)  |                                    | <u> </u>                        |      |  |  |
|         | ☐ I personally served   | d the summons on the ind           | ividual at (place)              |      |  |  |
|         |   |                                    | on (date)                       | ; or |  |  |
|         | ☐ I left the summons at the individual's residence or usual place of abode with (name)  |                                    |                                 |      |  |  |
|         | , a person of suitable age and discretion who resides   |                                    |                                 |      |  |  |
|         | on (date), and mailed a copy to the individual's last known address; or   |                                    |                                 |      |  |  |
|         | ☐ I served the summons on (name of individual) , who designated by law to accept service of process on behalf of (name of organization) |                                    |                                 |      |  |  |
|         |   |                                    |                                 |      |  |  |
|         | _   |                                    | on (date)                       | ; or |  |  |
|         | ☐ I returned the sum  | ; or                               |                                 |      |  |  |
|         | ☐ Other (specify):  |                                    |                                 |      |  |  |
|         | My fees are \$  | for travel and \$                  | for services, for a total of \$ |      |  |  |
|         | declare under penalty of perjury that this information is true.   |                                    |                                 |      |  |  |
| Date:   |   |                                    |                                 |      |  |  |
|         |   | _                                  | Server's signature              |      |  |  |
|         |   | _                                  | Printed name and title          |      |  |  |
|         |   | _                                  | Server's address                |      |  |  |

Additional information regarding attempted service, etc: